



Division Guideline #19

Date: **April 20, 2012**
 Reviewed April 22, 2013
 Reviewed April 9, 2014

Title: **Utilization Review Committee (UR) Timelines**

Application: **All RO and TCM Support Coordinators, Utilization Review Coordinators, and Utilization Review Committees**

Purpose of the Utilization Review: To ensure that individuals eligible for Division services with similar needs are treated consistently and fairly throughout the state; ensure each individual's annual plan accurately reflects the individual's needs; ensure levels of service are defined and documented within the outcomes of each individual's plan; prioritize need for services; and ensure accountability of public funds.

All UR processes should adhere to Division regulation, 9 CSR 45-2.017, including the maintenance of timelines as specified.

1. The timelines specified in the CSR require that individual support plans be established 2 months prior to implementation with plans and budgets directed to the UR Committee one month prior to implementation.
2. Upon receipt of a complete plan and budget (including any corrections or additions following any request for additional information), the UR Committee has six (6) working days to review and communicate their recommendation to the respective RO or SB40 Director. The Utilization Review Checklist found in 9 CSR 45-2 (pg. 29-30) is the standard of completeness.
3. When additional information is needed, the plan and budget are returned to the Support Coordinator and the SC has ten (10) working days to return the plan and budget with the additional information to the Committee. Once the committee has reviewed the plan and budget, recommendations to approve, deny, or amend the plan and budget are sent to the Regional Director.
4. Final approval or denial of the plan and budget by the respective RO or SB40 Director must occur within five (5) working days from receipt.
5. Final authority for the provision of Division funding for services lies solely with the Regional Director.

Expedited review may occur for emergency situations that create the need for immediate provision of or increase in supports. Such circumstances are delineated within 9 CSR 45-2.017 1 (E) 1-7, and include, but are not limited to, situations where:

- The individual needs immediate services in order to protect another person or persons from imminent physical harm;
- There is an emergency medical situation creating the need for immediate provision of or increase in supports to sustain an individual's health/well being and there are no alternative services available.

Exceptions should occur ***rarely*** and expediting the UR review is made at the sole discretion of the Regional Director or SB40 Director for UR Committees at their respective offices. The Regional Director or SB40 Director can override and/or postpone any part of the UR process in cases of emergency.

This guideline will be reviewed and updated annually, if needed.